



Date: October 29<sup>th</sup>, 2018  
Subject: Amendment to Driver Earned Time Off  
From: Human Resources  
Effective: November 3<sup>rd</sup>, 2018

- Earned Time Off:
  - You will earn (2) days off for each 7 days you work, and you can accumulate time off up to a maximum of 14 days. No more than 7 may be taken with truck. If more than 7 days are needed, the truck must be left at a KLLM terminal. Any earned days off must be taken at one time and cannot be saved.
  - All requests for time off must be made at least 7 days in advance.